

**ENGINEERING AND RELATED SERVICES
OCTOBER 19, 2012**

**STATE PROJECT NO. H.004367.5
F.A.P. NO. H004367
ROUTE LA 3139: EARHART EXPRESSWAY EXTENSION TO US 61
ROUTE LA 3139
JEFFERSON PARISH**

****DBE/WBE GOAL = 6%****

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Li Yang, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The project is located on LA 3139 between the Earhart Expressway and US 61 Airline Drive in Jefferson Parish. The total project length is 1.8 miles. The project includes:

A six-lane overpass connection of Earhart Expressway to Airline Drive (US 61) in the vicinity of Lester Avenue, relocation of the four existing lanes of Airline Drive, construct additional lanes to the existing four lanes of Airline Drive, and partial enclosure of Canal No. 6.

This contract shall consist of five phases which are to be performed as separate and distinguishable efforts. In the first phase, the Consultant shall perform topographic survey services. The second phase shall provide geotechnical services and preparation of preliminary plans and estimates for the project. The third phase shall consist of the title research reports, property survey, right-of-way (R/W) maps, and title take-off for the project. The fourth phase shall consist of the design and preparation of final plans and estimates for the project. The final phase shall be for construction related engineering services. The second, third, fourth and final phases of the contract shall be by supplemental agreement.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Research Reports
- (c) Property Survey
- (d) Title Updates
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Off

Part III: Preliminary Plans

Part IV: Final Plans

Stage 5: Construction

Part I: Construction Support

Part II: Shop Drawings

Additional Services:

- Geotechnical Services
- Subsurface Utility Engineering (SUE)
- Traffic Management Plan (TMP)
- Roadway lighting

The following estimates of work categories will be used in the Consultant Evaluation Process. These percentages are based on the overall project:

Survey Services - 9%

Roadway Design - 6%

Bridge Design - 68%

Geotechnical Services - 10%

Construction Support – 7%

Stage 3, Part I (a) - Topographic Survey – The Consultant shall be responsible for all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the project. The survey should include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with the DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. In addition, the survey shall include structural survey for the bridges. The Consultant's attention is specifically directed to requirement

in the manual whereby a sketch of the survey line shall be submitted to the DOTD Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83), as determined by G.P.S. observation.

The following services shall be by Supplemental Agreement.

Stage 3, Part III - Preliminary Design – The Consultant shall be responsible for all engineering services required for preparing the preliminary design, for the completion of preliminary plans, and for the construction estimates of the project, all under a schedule for completion which shall be in conformity with the contract time specified in Contract Time section. The project includes, but is not limited to:

- Constructing an elevated six-lane bridge structure over the Canadian National/Illinois Central Railroad (CNIC) and Dickory Drive.
- Providing a multimodal facility in the vicinity of the Intersection of Lester Avenue and Airline Drive (US 61)
- Enclosing Canal No. 6 from east of Lester Avenue to Soniat Canal
- Reconfiguring the signalization of Airline Drive at N. Lester Avenue and Airline Drive at Lester Avenue to improve traffic operations.
- Providing ten-lane facility from Lester St. to Bunche Middle School

In addition to the scope listed above, at least one alternative should be investigated to eliminate the right-of-way acquisition from CNIC Railroad prior to perform the preliminary plans.

Stage 3, Part I (b) - Title Research Reports – Title research reports shall be performed by a Consultant listed on the DOTD Real Estate Section's approved title work panel list and shall consist of obtaining the necessary title research reports.

The term "Title Research Report" is defined as a report of the ownership of the current property owner(s) with addresses, acquisition data, assessment and tax information, description of the property, conveyances of full ownership, conveyances of other rights (servitudes, leases, restrictions, etc.), existing R/W, recorded plats, and copy of the last acquisition. One title research report shall be obtained for each parcel.

The original and three paper copies and one electronic copy of the title research reports shall be furnished to the Location and Survey Administrator along with the final R/W map submittal, for forwarding to the Real Estate Section.

Stage 3, Part I (c) - Property Survey – Shall consist of all investigations, studies, and field property surveys required for the preparation of a base R/W map. The field property survey shall be based on the same survey control as the topographic survey. Upon completion of the property survey, the Consultant shall notify the Location and Survey Administrator, in writing, and provide an electronic text file listing coordinates and descriptions of all found monuments, a "PDF" copy of all documents (plats, maps, etc)

used to determine property line locations and a “PDF” copy of title take-offs or title research reports used to determine property line locations. The Consultant shall also provide a sketch in Microstation and “PDF” formats showing all surveyed property lines and existing right of way with ties to project centerline.

Stage 3, Part I (d) - Title Updates – Shall consist of obtaining updates of the originally acquired title research reports, if the reports are more than six months old. These updates shall be used in the preparation of the final R/W maps and also by the DOTD’s Real Estate Section in acquiring title to the property required for the construction project.

Stage 3, Part I (e) – Right-of-Way Maps – Shall consist of all services required to complete the base and final R/W maps, described more specifically as follows:

The base R/W map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the base map. These maps shall be in the same standard format and shall form the basis for the final R/W map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD’s Location and Survey Manual, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the base R/W map along with one copy of each of the title reports used in preparation of the base R/W map, shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the final R/W map shall be addressed by the consultant.

The final R/W map preparation shall include all activities necessary to complete the final R/W map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD’s Location and Survey Manual. The final R/W map shall be the base R/W map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates of all breaks in the required R/W and P.C.’s and P.T.’s of curves, and shall be accompanied by an electronic file containing the DOTD COGO program input commands for creating parcel descriptions suitable for use by the DOTD’s Real Estate Section.

Stage 3, Part I (f) - Title Take-Off – A report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One title take-off may be obtained for each parcel, if necessary, to expedite commencement of field work. The title take-off is not considered a part of the title research report and may be performed by the surveyor.

Stage 3, Part IV - Final Plans – The Consultant shall be responsible for producing detailed final plans for the project.

Geotechnical Services – The Consultant shall be responsible for geotechnical exploration services, geotechnical analysis and design for the project. The services include, but are not limited to:

- Performing subsurface investigations required for the design of the proposed structures, including roadway boring, and all associated laboratory testing and classification.
- Analyzing subsurface information and design deep and/or shallow foundations for all proposed structures on this project.
- Providing geotechnical construction support as required in the plans and standard specifications.

Stage 5 - Construction Support – The Consultant shall be responsible for providing construction related services during the construction phase, which includes, but is not limited to shop drawing reviews and approvals, review and respond to requests for information (RFIs), assist with change orders, dynamic monitoring, pile load test, and attendance at monthly partnering meetings.

In addition to the services are listed above, the Consultant shall provide the additional services, if they are required:

- Subsurface Utility Engineering (SUE)
- Traffic Management Plan (TMP)
- Roadway Lighting

During the progress of preliminary and final design phases of the contract, intermediate submissions shall be made to the DOTD for review and comment at the 30%, 60%, and 90% levels of completion. Comments received as a result of the submissions shall be discussed with the DOTD and incorporated into the final submittal of that respective phase as warranted.

All survey, design and drawings shall comply with the requirements of the latest DOTD's Location and Survey Manual, AASHTO LRFD Bridge Design Specifications, the DOTD LRFD Bridge Design Manual (including Technical Memoranda), DOTD Roadway Design Procedures and Details Manual, and the current edition of the DOTD Road and Bridge Specifications. Where it is absolutely necessary to depart from the Location & Survey, Road, and Bridge Specifications or augment them, Special Provisions and/or non-standard Item Number requests shall be provided to DOTD.

All drawings shall be developed using MicroStation and they shall comply with the DOTD CADD standards.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The LaDOTD Software and Deliverable Standards for Electronic Plans document and LaDOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions, Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager will notify the consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner if directed by the Project Manager.

QUALITY CONTROL/QUALITY ASSURANCE

The Prime Consultant shall submit a QC/QA plan document specifically developed for this project as part of SF 24-102. The QC/QA plan document must comply with the minimum requirements set in the “Guidance on QC/QA in Bridge Design in Response to NTSB Recommendation (H-08-17)” (FHWA/AASHTO Guidance), which was published by FHWA and AASHTO in August 2011, and LADOTD Bridge Design Section QC/QA policies. The FHWA/AASHTO guidance and LADOTD Bridge Design Section QC/QA policies can be downloaded from LADOTD Bridge Design Section website. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

1. Final Environmental Impact Statement: East-West Corridor Highway Component (I-310/Airport to CBD (December, 2006))
2. Standard Plans (As Needed)
3. Access to as-built plans

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

- Stage 3: Design, Part I: Surveying Services
 - (b) Title Research Reports, (c) Property Survey, (d) Title Updates
 - (e) Right-of-Way (R/W) Maps (f) Title Take-Off
- Stage 3: Design, Part III: Preliminary Plans
- Stage 3: Design, Part IV: Final Plans
- Stage 5: Construction, Part I: Construction Support
- Stage 5: Construction, Part II: Shop Drawings
- Additional Services:
 - Geotechnical Services
 - Subsurface Utility Engineering (SUE), if required
 - Traffic Management Plan (TMP), if required
 - Roadway Lighting, if required

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The overall contract time is estimated to be **48 months**. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD, and will not exceed **180 calendar days**, including review time. The delivery schedule for all project deliverables will be established by the consultant and approved by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be actual cost plus a fixed fee with a maximum compensation limitation, based on negotiated work hours.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

Within 15 calendar days of notification of selection, a kick-off meeting will be held with the selected Consultant/Team and appropriate DOTD personnel. The selected Consultant/Team will be required to submit a proposal within 30 calendar days following the notification of selection. All negotiations must be completed within 90 calendar days following the notification of selection.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual

16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the prime consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the prime consultant must be a Professional Civil Engineer registered in the State of Louisiana with a minimum of five years of experience in transportation design management.
3. The Prime Consultant must also employ on a full time basis a minimum of three Professional Civil Engineers registered in the State of Louisiana along with a corresponding support staff. At least two of the Professional Civil Engineers must have a minimum of ten years experience in complex bridge design, knowledge of the segmental bridge design is preferred. One of the Professional Civil Engineer must have a minimum of five years of experience in road design.
4. In addition to the above requirements, the prime consultant must also employ on a full-time basis or through the use of a sub-consultant,
 - a. A minimum of one Professional Traffic Operations Engineers (PTOE) registered in the State of Louisiana, with a minimum of five years of traffic analysis experience with signal warrants, signal timing and traffic signal design, and a corresponding support staff.
 - b. A minimum of one Professional Civil Engineer registered in the State of Louisiana with a minimum of five years of geotechnical engineering experience including experience with pile supported structures in soft coastal soils of Louisiana, and a corresponding support staff.
 - c. A minimum of one Professional Land Surveyor registered in the State of Louisiana, with a minimum of five years experience in conducting

topographic and property surveys, and preparing right-of-way maps for DOTD, and a corresponding support staff. Knowledge of 3D scan survey technology is preferred.

- d. A minimum of one Professional Electrical Engineer in the State of Louisiana, with a minimum of six years experience designing roadway lighting. The last 3 years must contain design of Louisiana DOTD projects.
- e. A minimum of one Professional Civil Engineer registered in the State of Louisiana, with a minimum of five years experience managing Subsurface Utility Engineering (SUE) services in support of roadway design on transportation projects, and a corresponding support staff.

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

- 1. Consultant's firm experience on similar projects, weighting factor of 3;
- 2. Consultant's personnel experience on similar projects, weighting factor of 4;
- 3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
- 4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
- 5. Consultant's current work load with DOTD, weighting factor of 5;*
- 6. Location where the work will be performed, weighting factor of 4;
- 7. A Work Plan and schedule of how the tasks will be accomplished, weighting factor of 6***

*All respondents shall receive a rating of 4.

** A combination of the Bridge Design (BZ) 75%, Roadway Design (RU) 15%, and Geotechnical Design (GD) 10% performance ratings shall be used for this project.

***In addition to DOTD Form 24-102, a work plan shall be submitted for evaluation. The work plan shall be on letter size paper, and should not be more than 8 pages single sided with a font size of at least 12. The goal of the work plan is to demonstrate the Consultant/Team's understanding of the overall project, how major design and communication issues will be addressed, how the proposed contract time will be met and/or exceeded, how the design incorporates the FHWA Every Day Counts initiative as it relates to Accelerated Bridge Construction, how QA/QC will be addressed during design, all while delivering a quality product on time, within scope and budget.

Complexity Level (**complex**)

Consultants will be evaluated as indicated in Items 1- 7. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Li Yang – Project Manager
3. Debbie Guest
4. Adam Lancaster
5. Chris Nickel
6. Chris Guidry

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

DBE/WBE – The selected Consultant Team will have a DBE/WBE goal of 6% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD approved certification list at time of submittal. The DOTD Project Manager shall review submitted invoices to determine if the DBE/WBE goals are being achieved. If the goals are not being satisfied, the DOTD Project Manager shall notify the Compliance Section. The DBE/WBE portion of the Contract compensation will be withheld from the Prime Consultant.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s 24-102 must be firmly bound to the Consultant’s 24-102. In Section 8, the Consultant’s 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **State Project No. H.004367.5**, and will be submitted **prior to 3:00 p.m. CST on Monday, November 26, 2012**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.